

## **ARTICLE V – OFFICERS AND ELECTIONS**

### **Section 1.**

The elected officers of the Club shall be **President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, and Federation Secretary** and they shall be known as the Executive Committee. Their term of office shall begin at the close of the Annual Meeting in June. The immediate Past President shall assume the office of Federation Secretary and serve on the Executive Committee. By majority vote, the Executive Committee shall have the power to fill vacancies of the Executive Committee. By majority vote, the Executive Committee shall have the power to fill vacancies of the Executive Committee until the next Annual Meeting.

### **Section 2.**

Any member in good standing shall be eligible to serve as an officer providing, she has been a member in good standing and has been identified by the Executive Committee as a viable candidate and has qualifications for the position.

### **Section 3.**

Elections shall be conducted at the May meeting in even numbered years, and each officer shall hold office for a term of two years.

### **Section 4.**

Elections shall take place at the May meeting and shall be by ballot if more than one candidate for the same election office; if candidates are unopposed, the election may be by voice vote. There shall be no proxy voting.

### **Section 5.**

If a vacancy occurs in the office of President, the First Vice President shall become President. If a vacancy occurs in the office of First Vice President, the Second Vice President shall perform the duties of that office. By majority vote, the Executive Committee shall have the power to fill vacancies of the Executive Committee until the next Annual Meeting. Pursuant to the revised By-Laws dated 8/2/22.

### **Section 6. Nominating Committee:**

A. The Nominating Committee shall be appointed by the Executive Committee and shall consist of five (5) members: two (2) selected from the Executive Committee and three (3) selected from the General Membership. This committee shall serve from January 1 through the April General Meeting in even numbered years. The Chairperson shall be designated by majority vote of the five (5) member committee.

B. The Nominating Committee shall present a single slate of officers at the March General Meeting in even numbered years. Following the reading of the slate, nominations may be made from the floor.

**Section 7.** Officers shall be installed at the Annual (June) Meeting in even numbered years, and the two-year term of office shall begin at the close of the Annual (June) Meeting.

## **ARTICLE VI – DUTIES OF OFFICERS**

In addition to being responsible for her duties as outlined in the Article VI, each officer shall perform such other duties as outlined in these Bylaws and the parliamentary authority.

### **Section 1. The President shall:**

- A. Preside at all meetings of the Club, including the Executive Committee and Board.
- B. Appoint Community Service Program Chairpersons, and Standing and Special Committee Chairpersons.
- C. Appoint a Parliamentarian or Parliamentary Advisor who shall advise the Board with no privilege of participating in debates or voting.
- D. Be the official delegate of the Club at meetings of the District, State and General Federations.
- E. Provide a copy of the agenda for the meeting to the Recording Secretary prior to each meeting.
- F. Be ex-officio member of all committees except the Nominating Committee and Financial Review Committee.
- G. Be authorized to sign all checks, contracts and obligating documents concerning the Club.

### **Section 2. The First Vice President shall:**

A. Preside in the absence or disability of the President. She shall also assume the office of President if a vacancy occurs in that office.

B. Serve as Program Chairperson, be responsible for the Club calendar and with the Corresponding Secretary serve as co-chair of the Club Handbook.

C. Provide a report to the Recording Secretary prior to each meeting.

### **Section 3. The Second Vice President shall:**

A. Obtain reports from Community Service Program Chairpersons, Event Chairpersons, Standing Committee Chairpersons and members are required within two (2) weeks of the date that an event is held.

B. At the end of the year compile the Club reports and submit them to NJSFWC.

C. Provide a report to the Recording Secretary prior to each meeting.

**Section 4. The Third Vice President shall:** A. Be responsible for all aspects of membership, including processing of applications for membership. B. Provide a report to the Recording Secretary prior to each meeting.

### **Section 5. The Recording Secretary shall:**

A. Record the minutes of the General and Board meetings and provide copies to the President.

B. Be custodian of all corporate papers and all records of the Club. She shall retain a file containing a copy of the Certificate of Incorporation, together with copies of Bylaws and Standing Rules. She shall maintain and up-to-date list of all Community Service Programs, Standing and Special Committees.

**Section 6 . The Corresponding Secretary shall:**

- A. Attending to correspondence as directed by the President and review any and all correspondence before being sent out by the Club.
- B. Be authorized and responsible to pick up mail, open it, and forward same to proper officers and chairpersons.
- C. Provide the Recording Secretary with a list of all correspondence since the last meeting.
- D. Co-chair with the First Vice President the Club Handbook.

**Section 7. The Treasurer shall:**

- A. Be custodian of all Club monies and utilize the services of such banking institutions as the Executive Committee shall direct in the name of the Woman's Club of Lacey, Inc.
- B. Receive and deposit all funds, including payments for luncheons and events. She shall receive the annual dues from the Financial Secretary.
- C. Be responsible for paying all bills upon authorization. All checks issued require two (2) signatures; namely two of the following: President, First Vice President, Second Vice President and/or Treasurer.
- D. Keep an accounting of all receipts and disbursements and submit detailed monthly reports to the Executive Committee, Board, and general membership. A copy of these reports shall be provided to the President and Recording Secretary and she shall keep an additional copy in her permanent file.
- E. Make an annual report to the Club at the October General Meeting.
- F. Submit all books and papers to the Financial Review Committee no more than forty-five (45) days after the close of the fiscal year.
- G. In even numbered years be responsible for ordering the Past President' pin for presentation at the installation held at the Annual Meeting.

**Section 8. The Financial Secretary shall:**

- A. Assist the Treasurer by being responsible for the collection of dues.
- B. Keep and up-to-date list of all members.
- C. Complete applications for all Club gaming licenses and file reports pertaining to licenses.
- D. Send a reminder letter to unpaid members immediately following the March General Meeting.
- E. Provide a report to the Recording Secretary prior to each meeting.

**Section 9. The Federation Secretary shall:**

- A. Have charge of all incoming and outgoing mail regarding State Federation correspondence.
- B. Provide a report to the Recording Secretary prior to the meeting.
- C. Fulfill the duties of Federation Secretaries as outlined by the NJSFWC.